

Colorado – Contractor Request

SELLER

AMERICAN ROOFING SUPPLY
 5900 S LAKE FOREST DR STE 400
 MCKINNEY, TX 75070

BUYER

Important – To satisfy sales tax exemption requirements, please send the following forms back to us:

1. This cover page AND
2. A copy of your Colorado State issued Contractor's Exempt Certificate. An example of this form is provided.

If sending more than one document, send separately using the same order as described above.

Documents can be returned to us by mail using the address listed above or you may email or fax the forms back to us at:

Fax Number is: _____

Email Address is: _____


Sample Exemption Document

13-046

CONTRACTOR'S EXEMPT CERTIFICATE		
<small>Example Organization</small> BOULDER COUNTY GOVERNMENT		
<small>THIS CERTIFICATE IS NOT TRANSFERABLE</small>	<small>USP ACCOUNT NUMBER for all references</small> DB911635-0265	<small>EFFECTIVE DATE</small> 11-01-13
		<small>EXPIRATION DATE</small> 01-31-14

PHYSICAL LOCATION: FOURMILE CANYON DR (APPX 7.5 MILES) BOULDER CO 80504

Prime Contractor
 123 Sample St
 Commerce City, CO 80022


Barbara Spitzer
Executive Director
 Department of Revenue

Sample

This certificate is for use by contractor on the above project of the above location only. It is tax-free to be used for the above exempt project of the above location only.

I hereby certify that the contractor listed below is a subcontractor of this purchase by the subcontractor are also exempt.

<small>Subcontractor</small>	Subcontractor
<small>Address</small>	123 Main St Grand Junction, CO 81504

Signed under penalty of perjury in the second degree.

Signed - Prime Contractor
John Doe

NOTE: The Department no longer issues certificates to each subcontractor. It is the responsibility of the prime contractor to provide a copy of this certificate to each subcontractor for this project. Please follow these procedures:

- Copy this Certificate for each subcontractor. Supply the information requested above and sign the form. Give a copy to the subcontractor for his/her use in purchasing materials tax-free for this project.
- Retain the original certificate and a copy of each certificate issued to your subcontractors at your place of business. These copies must be available for a minimum of three years for inspection in the event of an audit.



Standard Colorado Affidavit of Exempt Sale

This form is required by the State of Colorado for any transaction on which an exemption from state tax is claimed for charitable and government entities. The seller is required to maintain a completed form for each tax-exempt sale. **Furnish this form to the seller. Do not return this form to the State of Colorado.**

Purchase Details					
<input type="checkbox"/> Purchase for resale - or - <input type="checkbox"/> Purchase for wholesale (see instructions) State license number (not FEIN number): _____ Issuing state _____ Expiration _____ (Attach a copy of state license) <input type="checkbox"/> I affirm items purchased are for resale/wholesale in the ordinary course of business. Initial _____					
<input type="checkbox"/> Purchase by religious or charitable organization (exemptions may vary by jurisdiction) State tax-exempt number (not FEIN number): _____ (Attach a copy of state exemption certificate) Payment information (required to meet one of the following): <input type="checkbox"/> Paid by cash and accompanied by a purchase order from the organization <input type="checkbox"/> Paid by check drawn on funds of the exempt organization <input type="checkbox"/> Paid by purchasing card bearing information of the exempt organization The embossed name of the card is: _____ <input type="checkbox"/> Paid by commercial card not a personal credit card - card's last four digits: _____					
<input type="checkbox"/> Purchase by federal, state, or local government Credit card number (first six and last four only): _____ - _____ xx-xxxx- _____ Federal government (payment information - required to meet one of the following): <input type="checkbox"/> GSA SmartPay2 card – fleet card with picture of a road and flag <input type="checkbox"/> GSA SmartPay2 card – purchase card with picture of a keyboard and flag <input type="checkbox"/> GSA SmartPay2 card – travel card with picture of an airplane and flag <input type="checkbox"/> GSA SmartPay2 card – integrated card with picture of an eagle and flag <input type="checkbox"/> Dept of Interior agency issued card – agency name _____ State and local government (payment information - required to meet one of the following): <input type="checkbox"/> Paid by check issued by and drawn on funds from the government agency <input type="checkbox"/> Paid by government purchase card as designated on the card State tax-exempt number printed on the card (Colorado only): _____ <input type="checkbox"/> Check if the card states "for official state use only" or "tax exempt"					
<input type="checkbox"/> Purchase by foreign and diplomatic exemptions (required to meet the following): <input type="checkbox"/> Purchaser presents a state department issued card with the name/photo of the bearer on the card. If presented with this card, documentation of form of payment is not required (excluding mission card).					
Purchaser Information					
Legal Name of Company/Organization/Agency Name		Purchaser Name (Printed)			
Address		City	State	Zip + 4	
Phone	State/Driver License #	Description of Normal Course of Business			
Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.					
Signature			Date		
Seller Verification					
Seller Name		Location #	Date	Transaction ID	Employee ID# / Initials
AMERICAN ROOFING SUPPLY Description of Items Purchased or Attach Duplicate Receipt/Invoice				Exempted Amount of Purchase	